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SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A



5 April 1968

To: All Training Officers of the Agency

ADVANCED MANAGEMENT PLANNING (4-68)

DATES 19 - 24 May 1968 (Sunday afternoon - Friday afternoon)

LOCATION

25X1A

OBJECTIVES To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 or above.

(Not for persons assigned full-time PPB duties, although they are not excluded from attending.)

DESCRIPTION A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. This course features active

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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learning through precourse work,
team problem-solving, and case study.
Formal lectures are kept to a
minimum.

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PRECOURSE WORK

Approximately 15 hours. Material to
be sent out on or about Wednesday,
1 May 1968.

REGISTRATION

Limited to 36.

Closes Friday, 26 April 1968. No
substitutions to be made after that date
because of precourse work requirements.

**TRAVEL ORDERS
AND COST**

Responsibility of participating office.

**ADDITIONAL
INFORMATION**

On course content, call ex
On registration, extension



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